

SEPARATION CLEARANCE CERTIFICATE**SECTION I.--TO BE COMPLETED BY IMMEDIATE SUPERVISOR****INSTRUCTIONS FOR SUPERVISORS:**

Initiate this form normally one week before an employee's separation, according to your Departmental Office or operating unit's internal procedures.

Advise the separating employee on the clearance process. Complete Section I, determine which OTHER CLEARANCES are appropriate for the separating employee and check those blocks in Section III.

NAME OF SEPARATING EMPLOYEE	EFFECTIVE DATE OF SEPARATION	DATE INITIATED
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FULL NAME OF ORGANIZATION

TYPE OF SEPARATION☐

LEAVING FEDERAL SERVICE

☐

TRANSFER TO ANOTHER AGENCY

☐

TRANSFER WITHIN COMMERCE

REQUEST FOR PERSONNEL ACTION, SF 52

☐

SUBMITTED

☐

ATTACHED

☐

NOT REQUIRED

INTERIM SUMMARY PERFORMANCE APPRAISAL, CD-396

Required when employee transfers to another position in the Department or another Federal agency after serving in his/her position for 120 days or more during the appraisal cycle.

☐

ATTACHED

☐

NOT REQUIRED

LUMP SUM LEAVE PAYMENT, AD-581

Reference: Time and Attendance Manual
Exhibits on Reports and Form Preparation--Part A.☐

ATTACHED

☐

NOT REQUIRED

LEAVE AUDIT, AD-717

Reference: Time and Attendance Manual
Exhibits on Reports and Form Preparation--Part C.☐

ATTACHED

☐

NOT REQUIRED

CHANGE IN TELEPHONE DIRECTORY INFORMATION

☐

SUBMITTED

☐

NOT REQUIRED

SUPERVISOR'S SIGNATURE

DATE

TELEPHONE

SECTION II.--ADMINISTRATIVE CLEARANCES: (Required Clearances for All Employees)**INSTRUCTIONS FOR EMPLOYEES****TO AVOID DELAY IN FINAL PAYCHECK** this form must be completed and submitted to your servicing personnel office before your final paycheck, lump sum leave payment or any other monies due you can be released. You must clear every item in Section II and any checked item(s) in Section III.

Follow your Departmental Office or operating unit's clearance procedure.

Clear your servicing personnel office last, normally on your last work day.

If you want your final paycheck sent to an address other than where your pay checks are currently being sent, complete and attach the AD-349 to this clearance form

INSTRUCTIONS FOR CLEARANCE OFFICIALS:

Indicate clearance of chargeable items by signing the applicable block.

Above your signature in the applicable block note the reasons any chargeable item was not counted for or returned and indicate the dollar value of unaccounted for items to be collected from the employee.

Sign (using full signature) and date the appropriate clearance block(s). Include your phone number.

	CLEARED BY:	Signature	Date	Telephone
1. CD-43, CD-128 OR OTHER OFFICIAL IDENTIFICATION.				
2. DOOR KEYS AND/OR ELECTRONIC DOOR KEY CARDS.				
3. GOVERNMENT TRAVEL CHARGE AND TELEPHONE CREDIT CARDS.				
4. IMPREST FUND PAYMENTS.				
5. PERSONALLY CHARGED PROPERTY.				
6. TRANSPORTATION REQUESTS (Cleared with servicing ASC or MSC).				
7. TRAVEL ADVANCE.				

(continue on reverse)

SECTION III.--OTHER CLEARANCES: (CLEAR ONLY IF CHECKED).

	CLEARED BY:	Signature	Date	Telephone
<input type="checkbox"/> INVESTIGATIVE CREDENTIAL AND BADGE				
<input type="checkbox"/> OFFICIAL OR DIPLOMATIC PASSPORT				
<input type="checkbox"/> OFFICIAL PARKING PERMITS (COMMERCE/LOCAL GOVERNMENT)				
<input type="checkbox"/> SECURITY DEBRIEFING/COURIER AUTHORIZATION, CD-75				
<input type="checkbox"/> FEMA SPECIAL FACILITY PASS				
<input type="checkbox"/> LIBRARY				
<input type="checkbox"/> LAW LIBRARY (LEXIS/NEXIS/WESTLAW/LEGISLATE)				
<input type="checkbox"/> COMPUTER ACCESS				
<input type="checkbox"/> CLASSIFIED/SENSITIVE INFORMATION				
<input type="checkbox"/> HAZARDOUS MATERIALS				
<input type="checkbox"/> CONTINUED SERVICE AGREEMENT - SF - 182 - TRAINING				
<input type="checkbox"/> CONTINUED SERVICE AGREEMENT - CD - 150 - RELOCATION				
<input type="checkbox"/> CLASSIFIED SECURITY CONTROL POINT				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

SECTION IV.--EMPLOYEE CERTIFICATION

I certify that, except as otherwise indicated, I have no Government property, records or documents, including classified material issued or furnished by the Department of Commerce, and I am not otherwise indebted to the United States Government.

I certify that I have reviewed all the nonrecord documents (defined in DAO 205-3) that I plan to remove from the Department. I understand that I must obtain clearance from the appropriate official possessing authority under Section 4 of DAO 205-12 before I will be permitted to remove any documents which contains matters that are: classified; related solely to the Department's internal personnel rules and practices; exempted from disclosure by statute; confidential business information; internal drafts, memoranda or other writings prepared to assist in making or establishing policy; personnel privacy information about other persons; and/or law enforcement materials. I agree that if, in the future, I discover that I have removed a document that could possibly fall within one of the categories listed above, I will consult with the Department before I make it, or its contents, available to the public.

I received, read and understand the memorandum from the Office of General Counsel about the post employment restrictions under 18 U.S.C. 207.

SIGNATURE

DATE

PRIVACY ACT STATEMENT Your Social Security number is already part of the Personnel and Payroll Information Systems: please include the number on this form to help accurately identify your records and expedite payments of any monies due you.

SECTION VI.--SERVICING PERSONNEL OFFICE CLEARANCE**FORMS GIVEN TO SEPARATING EMPLOYEE:**☐ SF-8, UNEMPLOYMENT COMPENSATION☐ SF-2810, HEALTH BENEFITS☐ SF-2803, RETIREMENT REFUND☐ SF-2819, FEGLI-NOTICE OF CONVERSION

Cleared AD-58 released to NFC

Not Cleared NFC notified by: _____

AD-343 issued-Amount due \$ _____

Issued by: _____

Signature _____

Date _____